

IT/Business Ed/Practical & Applied Arts
Computer in Class Use Policy
2017 - 2018

Class: _____ **Student Name:** _____ **(Please Print)**

There is a school computer use policy ([to view School policy click here](#)) and a division computer use policy ([to view Division policy click here](#)). Students must follow both of these policies.

If students do not follow the policy of the school and/or division there are consequences that are severe in nature. In the case of a major offense, students will be directed to the office administration for further action.

However, in most cases the offences that occur from day to day do not require this level of intervention and will be deemed as a classroom administration item.

Students are responsible for appropriate school computer use.

The chart below lists the steps that will be taken concerning a student's inappropriate in-class use of school computers.

Intervention Level	Infractions	Action
Level 1	1 to 4	Warning to student.
Level 2	5	Student will contact parent/guardian during class time with instructor present explaining why they are about to lose computer classroom privileges. A letter will be sent with the student to have parent guardian sign indicating that they (parent/guardian) have been advised of the infractions and are aware of upcoming actions.
Level 3	6 +	Student will lose in-class computer use for a time as deemed appropriate by the instructor. The student must make up lost computer use time before school, during lunch or after school. Once student has met the requirement for lost time as set forth by the instructor they will re-gain classroom computer privileges. Any further infractions will deem the student habitual and further action will be enacted.
Level 4	Habitual	If the student continues to lose rights to classroom computer use or does not use the computer appropriately during make up time, administration action will be involved. This may include probation, loss of computer rights across the division system, removal from classes that require computer use and/or suspension from school.

If a student reaches level three intervention, they can have classroom privileges returned if they can demonstrate that, they would only use the school computers for school use.

Parent or Guardian's Signature

Student's Signature

Date

Date